Preparing for Public Key Infrastructure (PKI) and Cryptographic Log On (CLO)

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SUMMARY:

NMCI is scheduled to begin implementation of Cryptographic Log On (CLO) for your account between Friday, 14 April 06 and Monday, 01 May 06. The purpose of this implementation is to meet the DOD directed mandate for all users to authenticate and log on to NMCI computers using the Public Key Infrastructure (PKI) certificate stored on their Common Access Card (CAC).

When CLO is implemented, you will be able to log on to the NMCI network the normal way *or* by using your CAC and associated Personal Identification Number (PIN) for a grace period of two weeks. At the end of the two weeks you must use your CAC and PIN to log on.

It is mandatory that you complete the required actions listed below prior to implementation of CLO for your account.

REQUIRED ACTIONS:

1. Ensure that you have a valid CAC and that you remember your PIN.
2. If you have a expired CAC, contact “Pass and ID” at 639-5100.
3. If you forgot your PIN, you must go to “Pass and ID” to have it reset. “Pass and ID” has reserved the first two hours of each day (0730-0930) for resetting CAC PINs. Contact “Pass and ID” for more information.
4. If your CAC is locked, you must go to “Pass and ID” to have it reset. “Pass and ID” has reserved the first two hours of each day (0730-0930) for resetting CAC PINs. Contact “Pass and ID” for more information.

NOTE: IF YOU FAIL TO ENTER THE CORRECT PIN AFTER THREE CONSECUTIVE TRIES, YOUR CAC WILL BE LOCKED. AFTER TWO UNSUCCESSFUL TRIES, YOU MUST WAIT 1 HOUR AND THEN REBOOT TO CLEAR. THE MCLBA/NMCI HELPDESKS CANNOT RESET/UNLOCK YOUR CAC.

5. Go to the MCLBA WEBSITE. There is a link to both sites there. This will ensure that your PKI certificates are registered because your CAC and PIN are required to reach either site. If you can not reach either site and you do not know if your PKI certificates are registered. Contact the MCLBA Helpdesk for assistance:

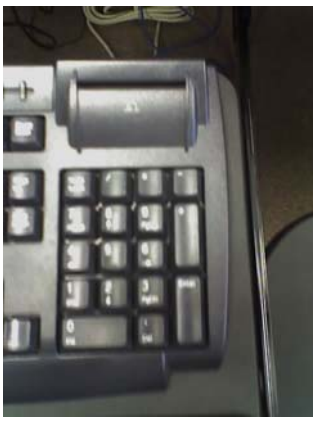
   MCLBA Helpdesk

   Phone: 639-6600

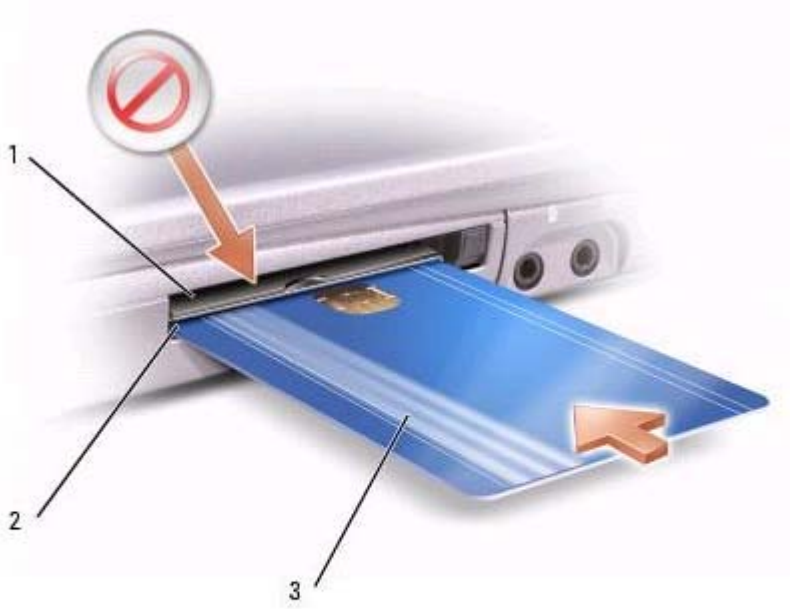
   Email: SMBBASECUSTOMERSUPP@USMC.MIL

6. Restart your computer at the end of each day before you leave.

7. Verify that your NMCI-supplied laptop or desktop has a CAC reader.
    1. For desktops, the CAC reader is located on the keyboard above the F10 Key pad.



    2. For Dell “D” series laptops, which are silver, the CAC reader is located by the PCMCIA slot, on the left side of the laptop. In the picture below, the CAC reader is referred to as the smart card slot.



1	PC Card slot
2	smart card slot
3	smart card

3. For Dell "C" series laptops, which are black, a PCMCIA adaptor should have been provided. The adaptor is placed in the PC Card slot as indicated below:

4. For CLIN9AD seats, where the keyboard is shared by the classified and unclassified machines, an external CAC reader should have been provided.

CLO IMPLEMENTATION:

1. On the date of CLO implementation **(scheduled between Friday, 14 April 06 and Monday, 01 May 06),** you will be prompted when you log on to implement CLO on your account. You must have your CAC and PIN in order to complete this process. Select CONTINUE and a program will run in approximately two minutes and you will get a confirmation window. Although, the program only takes a few minutes, it takes approximately three hours before CAC is fully implemented and you can log on using your CAC. During this time use your normal name and password to log on.
2. Once CLO is implemented, do not press ctrl+alt+del to enter your username and password. Instead, insert your CAC in the card reader and enter your PIN when prompted. Using your CAC and PIN as soon as CLO is implemented will allow any problems to be identified and corrected. The username and password method should only be used if the CAC and PIN method does not work. Remember, only the CAC and PIN method will work after the grace period.
3. Don't let your password expire during the grace period which should end no later than 01 May 06.
4. If you need assistance contact the MCLBA Helpdesk:

   MCLBA HELP DESK

   Phone: 639-6600

   Email: SMBCUSTOMERSUPP@USMC.MIL

5. The MCA Helpdesk will provide additional information as soon as we get it. Don't take action based on emails from NMCI or other sources related to CLO. We just found out that this was going to be implemented Monday (01 May 06) and no one is sure of the process.

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Things to remember:

If you remove your CAC from the card reader your computer will be locked. Your computer is still running but the keyboard/mouse will be locked until you reinsert your CAC and enter your PIN. Your computer will also lock due to inactivity.
Restart your workstation at the end of each day before you leave. Once the restart sequence has begun, you can safely remove your CAC from the card reader.
Do not shut the PC down completely; never leave your PC logged in overnight.
Do not leave your CAC in the keyboard overnight.

Additional Information:

Review the documentation and training listed below:

- Additional information on PKI and CLO can be found in the PKI/CAC section of the User Information page, located on Homeport at http://homeport/userinfo/userinfo.asp .
- NMCI e-Learning course "NMCI Information Security: CAC and PKI." Navy users can enroll in this 30 to 45-minute course by going to http://training/mgen-img/library/html/crs_display.htm from any NMCI workstation, entering CAC in the keyword field on the Catalog tab, selecting Go and selecting "Enroll in Course." USMC users can enroll by going to http://homeport/usmc/nmcipkicac2004/launch.html and selecting the Launch option.